

FY 2006 Financial Management Key Milestones and Due Dates – FOURTH QUARTER

Item No.	Required Completion Date	Task Description	Responsible Area P & A	Actual Completion Date	Comments
4-01	7/01/06	Open Accounting period 10/06	Agencies	<u>7/01/06</u>	
4-02	7/08/06	Scheduled weekend system maintenance.	COD	<u>7/08/06</u>	
4-03	7/21/06	Disbursement cutoff for feeders	ACFO-FO / COD	<u>7/21/06</u>	
4-04	7/22/06	Scheduled weekend system maintenance.	COD	<u>7/22/06</u>	
4-05	7/24/06	Import accounting period 10/2006 Intradepartmental balances from FACTS I file to ITRS	ACFO-FO /Agencies	<u>7/27/06</u>	
4-06	7/31/06	July 2006 month end close – Accounting period 10/06	ACFO-FO / COD Agencies	<u>7/31/06</u>	
4-07	8/02/06	Run pre-annual close job and resolve all errors	ACFO-FO / COD		
4-08	8/05/06	Scheduled weekend system maintenance.	COD		
4-09	8/10/06	Draft MD&A shell for FY06 PAR to OIG	ACFO-FPP/PAD		
4-10	8/15/06	OMB A-11 Exhibit 52 Report on Resources for Financial Management Activities sent to Agencies	ACFO-FO		
<u>4-10.1</u>	<u>8/15/06</u>	<u>SUSF tracking report as of 7/31</u>	<u>ACFO-FO / COD</u>	<u>8/03/06</u>	<u>PBC 42a</u>
4-11	8/19/06	Scheduled weekend system maintenance.	COD		
4-12	8/23/06	Import accounting period 11/2006 Intradepartmental balances from FACTS I file to ITRS	ACFO-FO /Agencies		
4-13	8/23/06	Disbursement cutoff for feeders	ACFO-FO / COD		
4-14	8/25/06	OIG to submit interim legal Representation Letter and Management Schedule to DOJ, FMS & GAO	OIG		PBC 45
4-15	8/28/06	MAF window opens – agencies review, update and submit MAF to Treasury	Agencies		
4-16	8/31/06	FMFIA/FFMIA Assurance statements and remediation plans due to OCFO-FPP (PAD)	Agencies		PBC 48
4-17	8/31/06	Monthly status of 6653/54/55 reconciliations as of 7/31/06 (Note: OIG receives 6652 status through Cash workgroup)	ACFO-FO / COD		PBC 46
4-18	8/31/06	Lead Summary of Suspense balances as of 7/31/06	ACFO-FO/ COD		PBC 47
4-19	8/31/06	Explanations/causes and actions planned for abnormal balances as of 7/31/06	Agencies		
4-20	8/31/06	August 2006 month end close – Accounting period 11/06	ACFO-FO / COD Agencies		
4-21	9/01/06	Run pre-annual close job and resolve all errors	ACFO-FO / COD		

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4-22	9/01/06	Intragovernmental material differences with confirmed reporting by agency and trading partner for the 3 rd quarter must be resolved. If not resolved CFO's are required to provide FMS a plan of action to resolve.	Agencies		
4-23	9/02/06	Scheduled weekend system maintenance.	COD		
4-24	9/05/06	MAF window closes	Agencies		
4-25	9/11/06	GFRS opens for closing package submission	ACFO-FO		
4-26	9/13/06	Submit budget execution requests that require approval by OMB, including SF-132s, SF-1151s & warrant requests by this date to OBPA	Agencies		
4-27	9/15/06	4 th quarter accrual and estimates provided to agencies and OIG (FECA, OPM benefits, OPM imputed costs, Unfunded leave, HQ allocations, Greenbook, Working Capital Fund (WCF), Judgment Fund, Intra-departmental)	ACFO-FO / COD		PBC 49
<u>4-27.1</u>	<u>9/15/06</u>	<u>SUSF tracking report as of 8/31</u>	<u>ACFO-FO / COD</u>		<u>PBC 49a</u>
4-28	9/16/06	Scheduled weekend system maintenance.	COD		
<u>4-35</u>	<u>9/20/06</u>	<u>Last day PCAS job can be run in order to generate IPAC collections. IPAC bills will be created for BP's created from this run on Friday, September 22.</u> <u>Last day to input bills into IBIL to accomplish IPAC collections for year-end. IPAC bills for data entered and accepted in IBIL and ABCO will be generated on Friday, September 22.</u>	<u>ACFO-FO / COD & Agencies</u>		
<u>4-37.1</u>	<u>9/21/06</u>	<u>Cut-off day and time for entering BD's to accomplish IPAC collections. All updates to ARTX or CATX for any billing documents created from PCAS or directly input must be done by this time. Last Run of FFIS-GOALS.</u>	<u>ACFO-FO / COD & Agencies</u>		
4-29	9/22/06	Record 4 th qtr. accruals and estimates	ACFO-FO / COD Agencies		
4-30	9/22/06	Provides update of legal representation letter to OIG with copy to ACFO-FO.	OGC		PBC 50
4-31	9/22/06	Disbursement and Obligation cut-off for Feeders	ACFO-FO / COD		
<u>4-38</u>	<u>9/22/06</u>	<u>Transmit IPAC bills from FFIS-GOALS & ABCO/IBIL File.</u>	<u>ACFO-FO / COD</u>		
4-32	9/23/06	Submit budget execution requests, including new account symbols, warrants, & SF-1151 requests by this date to OBPA	Agencies		
4-34	9/25/06	Summarize Legal letter response for USDA for items as of 9/15/06 into OMB table format and submit to OIG.	ACFO-FO		PBC 51
<u>4-34.1</u>	<u>9/26/06</u>	<u>Accelerate disbursements thru 9/30/06. This will be the last day for direct entry of payments.</u>	<u>Agencies</u>		

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4-36	9/29/06	Window opens for FACTS I ATB submission.	Agencies		
4-36.1	9/29/06	Last day to input/update C8's and DD's to record IPAC collections and disbursement in FFIS.	ACFO-FO / COD		
4-37	9/29/06	Run the requisition Reversal Job in final mode. IAS/FFIS interface closes at 7 p.m. (ET)	ACFO-FO / COD		
4-39	9/30/06	Scheduled weekend system maintenance. FFIS applications will be available until 4 p.m. ET.	COD		
4-40	9/30/06	Monthly status of 6653/54/55 calculated differences as of 8/31/06 (Note: OIG receives 6652 status through Cash workgroup)	ACFO-FO / COD		PBC 52
4-41	9/30/06	Run pre-annual close job and resolve all errors	ACFO-FO / COD		
4-42	9/30/06	Expired accounts moved to cancelled	ACFO-FO / COD		
4-43	9/30/06	Program systems general ledgers close	ACFO-FO / COD		
4-45	9/30/06	September month end close - Accounting period 12/06 closes	ACFO-FO / COD Agencies		PBC 54
4-46	9/30/06	Lead Summary of Suspense balances as of 8/31/06	ACFO-FO / COD		PBC 53
4-47	9/30/06	Explanations/causes and actions planned for abnormal balances as of 8/31/06	Agencies		
4-33	10/01/06	Import accounting period 12/2006 Intradepartmental balances from FACTS I file to ITRS	ACFO-FO / Agencies		
4-48	10/02/06	Schedule of Unprocessed Intra-Departmental IPAC Bills to be provided to agencies	ACFO-FO / COD		
4-49	10/06/06	Intragovernmental Fiduciary Confirmation System (IFCS) reporting window opens for update	Agencies		
4-50	10/06/06	Certification that FMFIA targets for 9/30/06 were completed or explanations if targets revised	Agencies		
4-51	10/06/06	Close ITRS for yearend reporting	COD		
4-52	10/06/06	Final listing of all warrants processed during FY 2006	OBPA		PBC 55
4-53	10/10/06	Pre-annual close job run with no errors	ACFO-FO / COD		
4-54	10/10/06	Adjustments, excluding cash, processed into FFIS	ACFO-FO / COD		
4-55	10/10/06	Last day of Period 13 adjustments	Agencies		
4-56	10/12/06	Monthly status of 6653/54/55 calculated differences as of 9/30/06 (Note: OIG receives 6652 status through Cash workgroup)	ACFO-FO / COD		PBC 57
4-57	10/12/06	Apportionment schedules for selected Treasury symbols.	OBPA		PBC 56
4-58	10/13/06	Record cash adjustments	Agencies		
4-59	10/13/06	FACTS II 4 th quarter window opens and all submissions to Treasury not certified	ACFO-FO / COD		

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4-60	10/13/06	TROR window opens at Treasury	Treasury		
4-61	10/16/06	Accounting period 13/06 closes	ACFO-FO / COD		PBC 61
4-62	10/16/06	Response to FFIS sample as of 9/30/06 (period 12) with appropriate supporting documentation to OIG.	ACFO-FS		PBC 58
4-63	10/16/06	Lead Summary of Suspense balances as of 9/30/06	ACFO-FO / COD		PBC 59
4-64	10/16/06	Provide Period 12 Account Variance Analysis for changes greater than or equal to \$25 million and greater than or equal to 10% to OIG and ACFO-FO.	Agencies		PBC 60
4-65	10/16/06	Year-end data entry for Statement of Financing and Program data due for input into FSDW.	ACFO-FO / COD		
<u>4-65.1</u>	<u>10/16/06</u>	<u>SUSF tracking report as of 9/30</u>	<u>ACFO-FO / COD</u>		<u>PBC 60a</u>
4-66	10/17/06	Period 13 financial statements as of 9/30/06 available for agency and OIG review in FSDW Reporting Center	ACFO-FO / COD		PBC 62
4-67	10/17/06	FACTS I File for Intragovernmental balances and GFRS to ACFO-FO	Agencies		
4-68	10/17/06	Response to 4 th quarter sampled items to OIG.	Agencies		PBC 65
4-69	10/18/06	ACFO-FO provides Management's Explanation of Significant Variances template to agencies	ACFO-FO		
4-70	10/19/06	IFCS closes for the fourth-quarter	ACFO-FO / COD		
4-71	10/19/06	Intragovernmental 4 th quarter agency data file due to Treasury and OIG.	ACFO-FO		PBC 63
4-72	10/20/06	Year end templates for notes, SI, obligations incurred due to ACFO-FO	ACFO-FO / COD		
4-73	10/20/06	Agencies submit 4 th qtr Management's Explanation of Significant Variances (for BS, NC & SBR Obligations and Outlays \$25M & 10%) to OCFO	Agencies		PBC 64
4-74	10/20/06	Standalone year-end comparative unaudited financial statements and notes provided to OIG and ACFO-FO	RD, RTB, RMA, CCC, FS, FNS		PBC 66
4-75	10/20/06	Subcabinet and Mission areas provide management representation letter for PAR including year-end statements with CFO certification to OCFO	Agencies		
4-76	10/24/06	Response to Period 13 sampled items to OIG	Agencies		PBC 68
4-77	10/25/06	FMS provides 4 th quarter Intragovernmental Activity Reporting data (from IRAS) to OCFO	FMS		
4-78	10/25/06	Explanations for material differences to ACFO-FO	Agencies		
4-79	10/26/06	Provide final audit adjustments for standalone financial statements agencies	OIG and contract auditors		PBC 67
4-80	10/26/06	FACTS II 4th quarter window closes			

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Item No.	Required Completion Date	Task Description	Responsible Area P & A	Actual Completion Date	Comments
4-81	10/27/06	Responses/Support for sample of 4 th quarter items selected by OIG from ITRS	Agencies		PBC 69
4-82	10/27/06	Provide unaudited final draft of Performance and Accountability Report (PAR) including consolidated financial statements & notes to OIG, with appropriate support, including: a. eliminating entries, b. support for accruals and estimates, c. USDA crosswalks, d. log of CSXE adjustments, e. list of any exclusions between FFIS general and the financial statements generated per the Reporting Center, f. templates, and g. alternate fund code balances.	ACFO-FO/PAD		PBC 70
4-83	10/27/06	Explanations/causes and actions planned for abnormal balances as of 9/30/06	Agencies		PBC 71
4-84	10/27/06	Summary spreadsheet showing status of personal property reconciliations as of 9/30/06 and electronic files of all completed PROP reconciliations for non-standalone agencies provided to OIG	ACFO-FO / COD		PBC 73
4-85	10/27/06	CPAIS reconciliations to FFIS as of 9/30 for non-standalone agencies	ACFO-FO / COD		PBC 72
4-86	10/30/06	Submit 4 th quarter Status of Disposition Certification to Treasury and OIG.	ACFO-FO		
4-87	10/31/06	Draft Agency Closing Package submission due in GFRS	ACFO-FO		PBC 74
4-88	11/01/06	Provide advance copy of unaudited PAR to OMB for comment	ACFO-FO/PAD		
4-89	11/02/06	All FACTS II 4 th quarter submissions to Treasury certified	ACFO-FO / COD		
4-90	11/02/06	OIG provides final audit adjustments for consolidated financial statements	OIG		PBC 75
4-91	11/03/06	Standalone agencies provide final audited financial statements & notes to OIG & ACFO-FO	CCC, RTB, RD, RMA (FCIC), FS, FNS		PBC 76
4-92	11/03/06	Agency enters audit adjustments in Period 14 and closes Period 14	ACFO-FO / COD Agencies		
4-93	11/03/06	Revised year end templates for notes, SI, obligations incurred and SOF due to ACFO-FO	ACFO-FO / COD		
4-94	11/06/06	Revised ATB File for Intragovernmental balances and GFRS to ACFO-FO	Agencies		
4-95	11/07/06	All Accounting Periods through 16 close	ACFO-FO / COD		PBC 77
4-96	11/07/06	Begin to run year end close – Period 17	ACFO-FO / COD		
4-97	11/07/06	Last possible date to close Accounting Period 14	ACFO-FO / COD		
4-98	11/08/06	Provides update of legal representation letter to OIG with copy to ACFO-FO.	OGC		PBC 78
4-99	11/08/06	Provide final PAR including adjusted comparative consolidated financial statements and notes to OMB/OIG	ACFO-FO ACFO-PAD		PBC 80

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4-100	11/08/06	Summarize Legal letter response for USDA for items as of 11/2/06 into OMB table format and submit to OIG.	ACFO-FO		PBC 79
4-101	11/08/06	Management Representation Letter signed by CFO and Secretary provided to OIG	ACFO-FO		PBC 81
4-102	11/08/06	Provide SBR Reconciliation (as of 9/30) of lines 9 (Unobligated Balances) and 10 (Unobligated Balance Not Available) including Report Row, Treasury Symbol, GL Account, No Year Indicator, Fund, and Amount to OIG	ACFO-FO		PBC 81a
4-103	11/09/06	OIG issues final audited standalone financial statements reports	OIG		PBC 82
4-104	11/09/06	Final Agency Closing Package submission due in GFRS (including audit adjustments)	ACFO-FO		PBC 85
4-105	11/10/06	OIG provides draft consolidated audit report to OCFO	OIG		PBC 83
4-106	11/10/06	Exit conference held to discuss audit findings for CFS	OIG/OCFO		PBC 84
4-107	11/14/06	OIG issues final audited consolidated financial statements report	OIG		PBC 86
4-108	11/15/06	Final audited consolidated financial statements, standalone financial statements, and copies of the management representation letter submitted to OMB, Main Treasury & GAO	ACFO-FO ACFO-FPP		PBC 87
4-109	11/15/06	Performance and Accountability Report released to the President, OMB Director, and Congress, Main Treasury, FMS & GAO	OCFO		PBC 88
4-110	11/15/06	TROR window closes at Treasury	Treasury		
4-111	11/15/06	Submit final Legal Representation Letter and Management Schedule to DOJ, FMS & GAO	OIG		PBC 91
4-112	11/15/06	CFO approves fiscal year end closing package	OCFO		PBC 89
4-113	11/16/06	Management Representation Letter (including passed adjustments) for the special purpose financial statements signed by CFO and Secretary	ACFO-FO		PBC 90
4-114	11/17/06	Provide opinion on fiscal yearend closing package	OIG		PBC 92
4-115	11/17/06	Publish closing package opinion	OIG		PBC 93
4-116	11/29/06	Letter of assurance indicating that the CFO and IG agree to the information as reported in FIPS	OIG CFO		PBC 95
4-117	11/30/06	FACTS I ATB submission to Treasury	Agencies		
4-118	11/30/06	CFO sends email on subsequent changes or no changes to the Management Rep letter and financial statements, due to subsequent events	ACFO-FO		
4-119	11/30/06	CFO certification of semiannual reviews of Unliquidated Obligations, as of 3/31 & 9/30, as per DR2230-001 and 31 U.S.C. 1501.	Agencies		
4-120	11/30/06	Completed OMB A-11 Exhibit 52 Report on Resources for Financial Management Activities returned to ACFO-FO	Agencies		

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4-121	12/12/06	CFO representation for Intragovernmental Activity and Balances to OIG, FMS, & GAO	ACFO-FO		PBC 94
4-122	12/15/06	Final Report of the U.S. Government published	Treasury		
4-123	01/16/07	Publish agreed upon procedures report for closing package	OIG		PBC 96